

Job Profile – Film & Marketing Administrator Fayette County Development Authority

Classification: Part-Time

Primary Duties & Responsibilities:

The Film & Marketing Administrator will be primarily responsible for administrative duties related to film industry support, social media, traditional media, locations database, and marketing for the Fayette County Development Authority.

Primary Duties & Responsibilities:

The Film & Marketing Administrator will be responsible for, but not limited to, all the following:

- Assist Fayette County Development Authority Staff and City/County officials with processing of film industry permit applications
- Provide on-site support at filming locations, when necessary
- Populate online database of Fayette County film locations
- Respond to requests from film productions regarding film locations
- Post to social media channels for both Film Fayette and the Fayette County Development Authority
- Draft and distribute press releases for both Fayette County Development Authority and Film Fayette
- Assist with planning, coordination, and execution of Fayette County Development Authority events on as-needed basis

Qualifications:

Education:

High School Diploma, College Degree Preferred in Marketing, Film, or Related Field

Experience:

Minimum 1-year work experience in similar or related role. Ideal candidate would have working knowledge of the film industry and a background and/or degree in marketing. Experience with Social Media platforms Facebook, Twitter, and Instagram required.

Knowledge, Skills, Abilities:

Proficiency in the use of computer programs:

- Microsoft Word
- Salesforce
- Microsoft Excel
- G-Mail / Outlook

- Internet (Google Chrome, Safari, Mozilla Firefox, IE and Reel Scout)

Proficiency in the use of office equipment for:

- Computer
- Digital camera
- Photocopier/Scanner

Personal Characteristics:

Ideal candidate should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- Behave Professionally: Many situations may require utmost discretion, professionalism, and confidentiality. This is essential to the position.
- Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of clients and stakeholders to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions:

- Majority of work is in office environment
- Some work may be required out in the field for on-location filming in the community
- Some work may be held offsite for various events
- Some work may be conducted after-hours for special events and/or board meetings, as needed

Salary Range: \$15-19/hour, Commensurate with experience and education.

For additional information, please contact Emily Poole at epoole@fayettega.org

The Fayette County Development Authority is an Equal-Opportunity Employer.